



Governor's Office of Storm Recovery

ANDREW M. CUOMO
Governor

LISA BOVA-HIATT
Executive Director

Governor's Office of Storm Recovery (GOSR)

Job Title: Program Manager

Department: Diversity and Civil Rights

Location: New York City

Organization Summary

Established in June 2013 following the occurrence of Hurricane Irene, Tropical Storm Lee, and Superstorm Sandy, the Governor's Office of Storm Recovery (GOSR) centralizes recovery and rebuilding efforts in impacted areas of New York State. GOSR aims to address communities' most urgent needs, while encouraging the identification of innovative and enduring solutions to strengthen the State's infrastructure and critical systems. Operating under the umbrella of New York Rising, GOSR utilizes approximately \$4.4 billion in flexible funding made available by the U.S. Department of Housing & Urban Development (HUD) Community Development Block Grant Disaster Recovery (CDBG-DR) program to concentrate aid to four main areas—Housing Recovery, Small Business, Community Reconstruction and Infrastructure.

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Position Summary

The Governor's Office of Storm Recovery's (GOSR) Office of Diversity and Civil Rights is responsible for delivering innovative solutions to increase opportunities for diversity and inclusion of minorities, women and low-income individuals across GOSR programs.

The Diversity and Civil Rights Program Manager is responsible for the coordination and management of Minority and Women-Owned Business (MWBE), Fair Housing and Equal Opportunity (FHEO) and Section 3 and other Diversity initiatives implementation across GOSR programs and projects. This role includes ensuring GOSR's adherence to federal and state regulatory requirements for the Community Development Block Grant Disaster Recovery (CDBG-DR) activities. The Diversity and Civil Rights Program Manager is charged with providing policy and regulatory guidance, training and outreach activities that focus on MWBE, Section 3, Fair Housing and all other applicable diversity and civil rights statutes.

This role will coordinate with GOSR's program staff, departments, sub-recipients and vendors to promote compliance with federal policies and regulations through technical assistance, training, site visits, tracking, and other applicable mechanisms. This role will include auditing, reporting, process building and training.

Responsibilities include but are not limited to:

- Work closely with the Chief Diversity Officer to develop overall policy and implementation strategies for MWBE, Fair Housing, Section 3 and other applicable diversity and civil rights programs and requirements.
- Serve as a resource to GOSR internal and external stakeholders to promote awareness of and ensure compliance with applicable diversity and civil rights programs and requirements.
- Communicate diversity and civil rights requirements to Program, Subrecipients and contractors and conduct training and technical assistance, as needed.
- Work closely with Program staff to ensure the implementation of diversity and civil rights requirements' best practices in project activities.

- Conduct assessments of Subrecipients and contractor's adherence to applicable regulations, policies and procedures ensure corrective actions have been implemented where needed.
- Maintain in-depth knowledge of Program needs, project phases and Subrecipient and contractor utilization rates.
- Maintain records, prepare reports, and draft correspondence relative to the work.
- Plan, coordinate, and/or attend workshops, conferences, hearings, and meetings.
- Review and prepare analysis of information from the agency and/or community, which may suggest the need for modification to existing or proposed legislation, policies, or procedures.
- Ability to quickly learn and understand GOSR and its Subrecipient's contracting and procurement processes.
- Assist in the development of systems and processes for obtaining, reviewing and compiling data related to GOSR's MWBE, FHEO and Section 3 requirements, programs and records.
- Attend regularly scheduled meetings and assist with note-taking and keeping track of action items.

Qualifications

- Excellent critical thinking skills and judgment.
- Ability to conduct analysis on a wide variety of diversity and civil rights compliance issues; synthesize data and present findings in a cohesive and understandable format.
- Ability to analyze federal, state and local regulatory documents and processes.
- Ability to read and interpret contractual documents and grants, operating instructions, policies, and procedure manuals.
- Working knowledge of pertinent HUD CDBG-DR and NY State regulations as applicable to projects and programs.
- Ability to work under pressure, manage multiple tasks simultaneously, and meet deadlines.
- Accuracy, attention to detail.
- Very good interpersonal skills. Team player.
- Advanced ability in the use of relevant programs, including Excel, Word PowerPoint, and databases.
- Bachelor's degree in either Political Science, Public or Business Administration, Public Affairs and Policy, Economics, the Social Sciences, or a related field
- Minimum 3 years' related work experience; minimum 2 years' work experience leading or working in a similar role of compliance or project management activities.
- Experience reviewing regulatory documents and performing assessments of project standards.
- A minimum of two years of experience working in a fast-paced team environment is preferred.
- Demonstrated successful track record of performance.
- Familiar with State and/or federal laws and regulations regarding MWBE, FHEO and Section 3 requirements is a plus.
- Familiar with State and/or federal laws and regulations regarding CDBG or disaster recovery program requirements is desirable.
- Ability to work calmly and proficiently under pressure and to adhere to strict deadlines.
- Ability to maintain confidential information and secure information without risk of disclosure to non-essential parties.
- Ability to communicate, negotiate, and advise on matters that are highly complex and sensitive in nature. Ability to communicate effectively with persons on all levels both inside and outside the organization.

If interested:

All candidates must submit a resume to goshrhinfo@stormrecovery.ny.gov. Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible

for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.